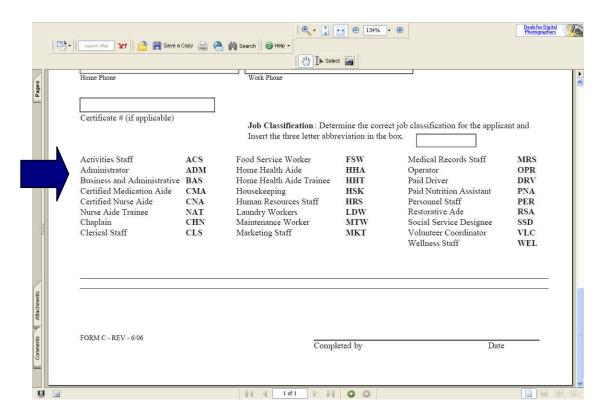
SUBMITTING CRIMINAL RECORD CHECK REQUESTS

Include the facility ID number on each Criminal Record Check (CRC) request. Facility ID numbers begin with a letter (A, B, H, N, Z, Q) and are followed by six digits. (Example: N002001)

The Health Occupations Credentialing CRC Unit, processes requests for Certified Nurse Aides, Medication Aides, Home Health Aides and other non-licensed / non-certified adult care home personnel. Job classifications are listed at the bottom of the request form.

The "Administrator" job classification listed does not apply to Facility Administrators of Adult Care Homes.



Registered Nurses and Licensed Practical Nurses are **not** processed by the Health Occupations Credentialing CRC Unit. Criminal record check issues pertaining to RN's and LPN's should be directed to the Kansas State Board of Nursing by calling

(785) 296-4929 or by logging onto: www.KSBN.org

Although electronic payments and on-line requests will be implemented in the future, CRC requests are currently submitted by mail along with payment of 10.00 for each request.

CRC REQUEST FORM 062006.pdf

Prepaid criminal record check request forms are also available, and may be ordered in quantities of five or more. Pre paid forms are numbered and carbonized for easy tracking and record keeping. Please allow a minimum of two weeks for order processing and delivery.

PREPAID CRC ORDER FORMS.pdf

For additional information regarding pre-paid orders, please contact:

Dana Derrick (785)296-0446 or Kathy Fritts (785) 296-6877